

CONTRACT INSTRUCTOR FACT SHEET

The City of Eureka's Recreation Division is currently looking for contract instructors to teach Recreation Classes. If you have a way with people and a flair for arts, crafts, preschool, camps, sports clinics or other specialty classes, share your special skill. Become a contract instructor for the Recreation Division.

WHAT IS A CONTRACT INSTRUCTOR?

A Contract Instructor is an individual or business who teaches informational and recreational classes on a contract basis. Instructors are invited to set their own class schedules, title, content and subject (with the approval by the Recreation Supervisor and dependent upon facility availability). Instructors also determine age ranges, minimum and maximum number of students, cost per participant (65% to the Instructor) and applicable supply fees for class materials (payable to the instructor). The instructor is responsible for running the class (including set up and clean up), providing materials and tracking attendance. The City of Eureka's Recreation Division provides advertisement, registration services, insurance and facilities.

WHAT KINDS OF CLASSES DOES THE CITY OF EUREKA'S RECREATION DIVISION OFFER?

Eureka is a family oriented town and our classes reflect that nature. Classes for children are always popular as well as any sporting opportunities, but new and exciting classes are welcome too! Classes for teens, seniors and special interests are also important to us. In the past we've offered quite a variety of recreational activities including Cool Grooves and Funky Moves, Pee Wee Martial Arts, Drawing on the Right Side of the Brain, Tiny Twinkle Toes, Kinder Rhythms and more. If you have an idea but aren't sure we'll be able to use it, CALL and ask us! We are very interested in your creative class ideas.

INSTRUCTOR GUIDELINES

Times & Dates:

Most classes run for 4-8 weeks but some one day workshops and longer courses have been successful. It is up to the instructor to determine which length works best for the subject matter. REMEMBER: the longer the class = higher fees = fewer students.

Publicity:

Contractors are responsible for furnishing the Recreation Division with a program description to publicize the activity. The Recreation Division will publicize the class in the recreation brochure and in general class flyers. It is not possible for the Recreation Division to create flyers for all classes, but if you have a flyer prepared and copied, the Recreation Division will post and distribute your flyer. All promotional materials must be approved by the Recreation Supervisor prior to publication. The Recreation Division will also prepare Public Service Announcements and Press Releases for the local media.

Registration/Fees:

The Recreation Division takes all registration for Recreation Classes at the Adorni Recreation Center (1011 Waterfront Dr., Eureka, CA 95501). Pre-registration is required for all classes. All fees must be paid to the Recreation Division with the exception of supply fees. Instructors may not accept any class fees. Supply fees, however, are paid directly to the instructor. Class registrations are reviewed the day your class is due to begin and at that time class status is determined. If your class is cancelled due to insufficient students, you will be notified by phone and the Recreation Division will notify registered students of the cancellation. Refunds will be processed and will be sent in 10 working days. The Recreation Division reserves the right to cancel or postpone your class.

Payments:

Contractors receive sixty-five percent (65%) of the registration fees collected for the class less non-resident fees and refund deductions. Payments for classes will be made approximately every 2 weeks (same time frame as the City Accounts Payable). The remaining thirty-five percent (35%) shall be retained by the Recreation Division to cover such costs as facility rental, insurance, utility and administration costs, etc. The Contractor is responsible for the following expenses: all instructional supplies, photocopies, additional advertising, transportation, the cost of substitute teachers and materials.

Class Times:

The Contractor is expected to arrive at the facility 15 minutes prior to the class time, ready to commence instruction. The Contractor is responsible for assembling and providing all materials.

Cancellations/Changes:

If you make changes in your scheduled class, it is your responsibility to contact all participants. You must notify the Recreation Division of this change. All cancelled or postponed classes must be made up. All schedule changes must be approved by the Recreation Supervisor *IN ADVANCE*.

Evaluations and Visitations:

The City of Eureka's Recreation Division takes pride in all recreation programs and it is of the utmost importance to us to maintain a standard of excellence in classes and activities. Therefore, we require all instructors to liberally encourage feedback from participants through our class evaluation form. Participants can drop forms off at the Adorni Recreation Center. Additionally, on occasion a member of the Recreation Staff will visit your class and review critical elements.

Contracts:

Contractors are required to submit a Class Proposal Form by the posted deadline. Your Proposal must be complete or it will be returned to you for corrections. **SUBMITTAL OF A CLASS PROPOSAL IS NOT A CONFIRMATION.** If your Class Proposal is accepted, you will be notified within 3-4 weeks of the deadline. We try not to offer duplicate or similar classes, and all classes are scheduled on a first-come, first-served basis. Returning Instructors have priority for current and proposed classes.

CONTRACTORS RESPONSIBILITIES

It is your responsibility to keep informed and comply with all federal, state and local laws which relate to your class.

It is your responsibility to set up and clean up your classroom/facility. Instructors are responsible for set-up, take down and re-arrangement of tables, chairs and other equipment. City staff cannot perform these duties for you.

It is your responsibility to provide all equipment or supplies.

It is your responsibility to record daily attendance.

It is your responsibility to insure that all doors and windows in the facility are locked prior to departure.
In addition, all chairs, tables and equipment must be put away.

It is your responsibility to arrive on time.

It is your responsibility to assure the class is conducted in a safe manner and that students are treated with respect.
Foster a nurturing environment.

Instructors are responsible for all copying and duplicating of class materials at their own expense.

Due to liability and registration procedures, **instructors are not to allow** any students to participate in any class unless they have registered with the City, and their name appears on the office copy of the class roster.

INSTRUCTORS WILL NOT BE PAID FOR NON-REGISTERED PARTICIPANTS.

MAKE MONEY IN YOUR SPARE TIME AS A CONTRACT INSTRUCTOR! FOR INFORMATION, CALL THE RECREATION DIVISION AT 441-4244

IMPORTANT DEADLINES & DATES

November 14, 2008 Deadline to Apply to Teach a Class for the 2009 Winter/Spring Session
January 2, 2009 Winter/Spring Brochure Completed
January 31, 2009 Start of Winter Session Classes (January 31-March 31, 2009)
April 1, 2009 Start of Spring Session Classes (April 1-June 30, 2009)
April 10, 2009 Deadline to Apply to Teach a Class for the 2009 Summer Session
June 5, 2009 Summer Brochure Completed
July 1, 2009 Start of Summer Session Classes (July 1-September 30, 2009)
July 17, 2009 Deadline to Apply to Teach a Class for the 2009 Fall Session
September 4, 2009 Fall Brochure Completed
October 1, 2009 Start of Fall Session Classes (October 1-December 18, 2009)
November 13, 2009 Deadline to Apply to Teach a Class for the 2010 Winter/Spring Session

**SUBMITTAL OF A CLASS PROPOSAL IS NOT A CONFIRMATION.
IF THIS CLASS PROPOSAL IS ACCEPTED, YOU WILL BE NOTIFIED
3-4 WEEKS AFTER THE DEADLINE.**